

The Board also approved the attendance of Dr. Thomas G. Pullen, State Superintendent of Schools, at the conference, with his expenses to be paid out of the budget of the State Department of Education.

The Board approved request that Mrs. Edith Gardner, Superintendent of Montrose School for Girls, be authorized to attend the meeting of the National Conference of Juvenile Agencies and Congress of Correction in New York, with expenses incurred by her to be paid out of the budget of Montrose School for Girls.

COURT COSTS:

The Board approved the payment of the following bills covering court costs from Item #207 of the budget of the Board of Public Works, the bills having been approved by the State Law Department.

Clerk of Court for Baltimore County (Estate of Abby Rudolph Rambo)	\$6.25
Clerk of Court for Carroll County (Estate of Fielding Rambo)	2.50
Court of Appeals of Maryland (Ford vs. State of Maryland) (Federico vs. State License Bureau) (Pearson vs. State of Maryland)	12.50

CROWNSVILLE STATE HOSPITAL:

See: Maryland Commission on Post-War Reconstruction and Development.

EASTERN SHORE STATE HOSPITAL:

Upon recommendation of Mr. Kirkman the Board approved \$900.00 in additional repairs to that approved by the Board previously, payable out of the balance of \$8,700.00 remaining in the General Bond Issue of 1939.

ESTATE OF DR. STAFFORD RAMBO:

On Motion duly made and seconded, it was unanimously resolved that the Compromise Agreement in the matter of the Estate of Stafford Rambo, dated September 29, 1943, a duly executed counter-part of which has been presented to the Board to be filed as part of its records, be and the same is hereby ratified, confirmed and approved.

HALL OF RECORDS:

The Secretary brought to the attention of the Board a communication from Dr. Morris L. Radoff, Archivist, advising that the amount required by the Hall of Records from the General Emergency Fund to take care of the work of photostating certain records in counties where the fees of the office are not sufficient to take care of such work is \$1,625.00 per year, or \$3,250.00 for the two year budget period.

The Board approved the transfer from the General Emergency Fund, fiscal year 1944, of \$1,625.00 to the Hall of Records account so that this money will be available for the photostating work. The Board will give consideration next year to a request for the transfer of funds necessary to continue the work in the fiscal year 1945.

LEASES:

Mr. Kirkman reported to the Board that negotiations for a contract covering lease of space and option to purchase the Standard Oil Building in Baltimore City had reached the point where the various matters connected with it which have heretofore been discussed by the Board were agreed upon and that a new agreement which it was thought would be acceptable to all concerned would be prepared promptly and submitted to the Board for execution. Mr. Kirkman has borne in mind the prospect of the execution of this agreement and has governed himself accordingly in the matter of considering office space in Baltimore City for the use of State Agencies.

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Mr. Kirkman advised the Board of the cancellation of the lease covering the space occupied by the Maryland Council of Defense in the Calvert Building, Baltimore, because of the need of that space by the War Department, and the transferring of the offices of the Council to the Court Square

Building, Baltimore, as covered by a lease approved by the Board at this meeting.

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Upon recommendation of Mr. Kirkman, the Board approved the following leases: -

Commissioner of Labor and Statistics - 400 St. Paul Street, Baltimore, 3,300 square feet, commencing November 1st, 1943, \$3,600.00 per year.

Department of State Forests and Parks - 1408 Fidelity Building, month to month, \$50.00 per month, from last July.

Employees' Retirement System - 911 Lexington Building, Baltimore, 350 square feet, for one year from October 1, 1943, at \$828.00 per year.

Maryland Council of Defense - Court Square Building, Baltimore, 3,000 square feet, for term of nine months and ten days from November 20, 1943, at \$4,000.00 per year.

Maryland State Game & Inland Fish Commission - Munsey Building, Baltimore, 1,510 square feet, for two year from December 1, 1943, at \$2,700.00 per year.

Public Service Commission - Munsey Building, Baltimore, 6,211 square feet, for two years from October 1, 1943, at \$12,000.00 per year.

State Athletic Commission - 612 Union Trust Building, Baltimore, 323 square feet, for one year from October 1, 1943, at \$600.00 per year.

State Aviation Commission - 728 Munsey Building, Baltimore, for one year from November 1, 1943, at \$420.00 per year.

State Board of Education - Lexington Building, Baltimore, 4,145 square feet, for one year from October 1, 1943, at \$6,326.00 per year.

State Board of Examining Engineers - 1716 Court Square Building, Baltimore, for one year from December 1, 1943, at \$420.00 per year.

State Health Department, Denton, Maryland - office of Mrs. Alma B. Fisher for two years from December 1943, at \$216.00 per year.

Teachers' Retirement System - 911 Lexington Building, Baltimore, 697 square feet, for one year from October 1, 1943, at \$1,392.00

Also, per year.

See end of these Minutes.

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The Secretary advised the Board of an inquiry received from the State Tobacco Warehouse in which advice was requested as to the disposition to be made by the State Tobacco Warehouse of a bill which it had received from Mr. Herman W. Hewitt in the amount of \$120.00 covering office rent, it being stated that Mr. Hewitt conducts his official business as Commissioner of Tobacco Marketing from his home.

The Board felt it out of order for Mr. Hewitt to render a bill for rent under these circumstances and declined to authorize payment.

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Mr. Kirkman brought to the attention of the Board the matter of renting a portion of the State Tobacco Warehouse to the Bethlehem-Fairfield Ship Yard, Inc. for the storage of supplies and parts used by that company in connection with its war work. The amount of space estimated to be required is 44,600 square feet, and the rental offered by the company is 30¢ per square foot.

The Board was agreeable to the proposal and authorized Mr. Kirkman to proceed further with arrangements for the rental of this space, the money to be received as rent to be covered into the State Treasury rather than to be credited to the account of the State Tobacco Warehouse as income from operations of the warehouse.

LEGISLATURE:

The Comptroller brought to the attention of the Board the situation resulting from the resignation of J. Howard Johnson as a member of the Legislature from Wicomico County and the appointment of P. Elliott Burroughs to fill the vacancy thereby created. Mr. Johnson had received the quarterly allotment of salary due him October 1, 1943, resigning several days after that date.

After discussing the matter fully, it was decided that a newly appointed member of the Legislature should be entitled to compensation at the rate of \$1,000 a year, as authorized by the Constitution, and the Board expressed its approval of the Comptroller in compensating Mr. Burroughs at the rate prescribed, on a pro rata basis, from the date of his appointment to the end of the current quarter, December 31, 1943; and, thereafter, in the same manner as other members of the Legislature are paid; and, that this procedure should apply in other cases of vacancies being filled between sessions of the General Assembly, the salary being payable out of the regular Legislative budget.

MARYLAND COMMISSION ON POST-WAR RECONSTRUCTION
AND DEVELOPMENT:

The Secretary brought to the attention of the Board the following letter received from Mr. Roy Barton White, Chairman of the Maryland Commission on Post-War Reconstruction and Development.

The Board of Public Works
Union Trust Building
Baltimore, Maryland.

Gentlemen:

Under Section 7 of Chapter 981 of the Laws of 1943, the Commission was authorized to:

".....make definite recommendations to the Board of Public Works for the expenditure, use and allocation of funds provided for in the State Budget, or otherwise, for post-war construction."

The Commission, at its meeting held on October 27th, unanimously approved the program identified in the attached sheet as Class A, and Class B projects, amounting to:

Class A -----	\$6,498,926
Class B -----	3,370,028.

The Chairman was authorized by the Commission to recommend to the Board of Public Works that funds be made available from the Post-War Construction Fund for the immediate preparation of plans and specifications so that these urgently needed projects may be ready to start as shortly after the war as conditions justify.

The Commission, in recommending these projects, gave considerable study and consideration to their needs to improve our institutional requirements and services and also to the employment possibilities that these projects will offer during our post-war period. These projects which were considered by the Commission had the prior review and study of the Maryland State Planning Commission and the Department of Budget and Procurement, which agencies have studied institutional needs for many years.

I trust that your honorable body may give early consideration to the Commission's recommendations.

Thanking you, I am

Very truly yours

S/ Roy Barton White, Chairman

The Secretary also brought to the attention of the Board the program mentioned in Mr. White's letter as Class A and Class B projects.

After carefully reviewing Mr. White's letter and the projects listed in the report, the Board approved the projects shown under Class A and Class B, with the exception of: -

- 1- Gymnasium Building for State Teachers' College at Bowie because of the fact that a gymnasium has been constructed since the original submission of the program by the State Department of Education, \$11,000.00.
- 2- Dormitory Building at Rosewood State Training School because of the fact that there is a dormitory building at the institution which is not being used at the present time due to the lack of certain equipment and the necessary personnel, \$112,000.00.
- 3- Dormitories for the University of Maryland, College Park, because of the fact that there has been allotted to the University of Maryland for dormitories, under Chapter 668 of the Acts of 1943, the sum of \$428,000.00, \$300,000.00.

The total of the projects submitted by the Commission, including Class A and Class B, is \$9,868,954.00; the items eliminated as shown above total \$423,000.00, thereby reducing the total projects approved to \$9,445,954.00.

The Board took up for consideration the recommendation of the Commission that arrangements be made for the immediate preparation of plans and specifications so that these urgently needed projects may be ready to start as shortly after the war as conditions justify. In connection therewith the Board considered recommendations made by Rosewood State Training School, Spring Grove State Hospital, Springfield State Hospital, and Crownsville State Hospital for the employment of architects to prepare the necessary plans and specifications.

The Board approved the request of Rosewood State Training School that Mr. Henry P. Hopkins be designated as the architect for the preparation of plans and specifications for the projects at that institution.

The Board approved the request of Springfield State Hospital that Mr. Henry P. Hopkins be designated as the architect for the preparation of plans and specifications for the projects at that institution.

The Board approved the request of Spring Grove State Hospital that Mr. Henry P. Hopkins be designated as the architect for the preparation of plans and specifications for the projects at that institution.

The Board approved the request of Crownsville State Hospital that the office of Mr. James R. Edmunds, Jr. be designated as the architect for the preparation of plans and specifications for the projects at that institution.

The Board approved the employment of Mr. Bernard Evander, architect, of Baltimore, for the preparation of plans and specifications for a building to house the offices of the State Department of Health included in the construction projects.

The Board approved the employment of Mr. E. Wilson Booth, architect, of Salisbury, Maryland, for the preparation of plans and specifications for the erection on the Eastern Shore of Maryland of one of the two Chronic Disease Hospitals covered in the projects.

The Board approved the employment of the firm of , Ross & Walton, of Hyattsville, architects, for the preparation of plans and specifications for the projects listed for Cheltenham School for Boys.

MARYLAND OLD LINE CONFEDERATE SOLDIERS' HOME:

The Secretary brought to the attention of the Board a Certificate of Valuation, or appraisal, requested of the Real Estate Board of Baltimore in connection with the State property at Pikesville, Maryland, known as the Maryland Old Line Confederate Soldiers' Home. The Certificate shows a value of \$40,000 for the property. A bill in the amount of \$92.50, covering services in connection with the providing of the valuation, accompanied the Certificate.

The Board approved the payment of the bill of \$92.50 out of the appropriate account in the budget of the Board of Public Works.

After discussing the desirability of selling the property and the procedure to be followed in connection with a sale, it was decided to name a price of \$100.00 per front foot as the asking price for the sale of the property. The actual amount is to be decided upon after receiving bids to be made by persons interested in the purchase of the property.

The Board took cognizance of the fact that the Arsenal and Veterans Commission has authority under Chapter 333 of the Acts of 1941, with the approval of the Board of Public Works, to sell the property and instructed the Secretary to communicate with the Commission and advise it of the prospects the State has for the sale of the property, at a tentative price of \$100.00 per front foot, which has been determined as the asking price and requesting the Commission to consider the matter and advise the Board of its willingness to concur in the views of the Board as to the disposition of the property to the person submitting an offer which would be regarded as satisfactory to the State.

MARYLAND STATE GUARD:

The Secretary brought to the attention of the Board a communication received from Hugh Allen Meade, Assistant Attorney General, relative to a bond written by the United States Fidelity and Guaranty Company covering the obligations of officers of the Maryland State Guard in their respective capacities, for State property under their jurisdiction. The letter from Mr. Meade called attention to the fact that under the bond there is no cumulative liability, which is not in accordance with a policy established by the Board several years ago, whereby annual bonds would be filed rather than the continuance form of bonds by State employees, unless the statutes calling for bonds provide otherwise.

After considering the matter, along with the fact that The Adjutant General, Francis Petrott, has requested the Board to provide out of the War Emergency Fund the sum of \$5,000 to take care of claims filed by the Federal Government covering property provided the State by the Federal government for the use of the Maryland State Guard, which property has disappeared and cannot be accounted for, the Board felt that some further information from the Military Department is desirable and requested the Secretary to obtain such information for the consideration of the Board at its next meeting.

MARYLAND STATE PENAL FARM:

Upon recommendation of Mr. Kirkman, the Board approved the transfer of \$6,000.00 from the Standard Salary Fund to the account of the Maryland State Penal Farm to make effective the standard salary schedule for that institution.

MARYLAND STATE SCHOOL FOR THE DEAF:

Mr. Kirkman brought to the attention of the Board a request from the Maryland State School for the Deaf that it be authorized to engage an engineer and architect for service in connection with the proposed library and reading room building, and the new power plant. It was decided that the first step to be taken by the School in this matter is to present its program to the Maryland Commission on Post-War Reconstruction and Development.

MARYLAND TRAINING SCHOOL FOR COLORED GIRLS:

Mr. Kirkman advised the Board of receipt of a letter from the Maryland Training School for Colored Girls in which a request was made that funds be provided for the purchase of a tractor to replace the one formerly belonging to the school which was destroyed by fire. Mr. Kirkman stated that he would request further information from the school and he would then make a recommendation to the Board.

The matter was deferred by the Board pending receipt of additional information being received by Mr. Kirkman.

MARYLAND TUBERCULOSIS SANATORIUM:

The Board confirmed at this meeting the approval which the members had individually given since the last meeting of the Board for the inclusion of the Maryland Tuberculosis Sanatoria in the "Overtime Pay Plan" approved for the mental institutions.

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The Secretary brought to the attention of the Board a communication from the Maryland Tuberculosis Sanatorium advising that it is not possible to permit four (4) employees at the Pine Bluff Branch to take their vacations this year because of the impossibility of obtaining persons to take their places, and requesting authority to pay these four employees at their regular rate of salary for the time they will be working when they would be entitled to be on vacation, the employees not wanting to allow their vacations to accumulate.

In view of the circumstances, the Board approved the request that the four employees be compensated at the regular rate of pay for the time they work when they might have been taking vacation.

Rosewood State Training School:
Springfield State Hospital:
Spring Grove State Hospital:

See: Maryland Commission on Post-War Reconstruction and Development.

STATE EMPLOYEES:Leave

The Secretary brought to the attention of the Board a communication received from Mr. Charles D. Harris, Director of Maryland Classified Employees Association, Inc., in which the Board was requested to approve absence from duty by an employee in the case of death in the immediate family with the absence being charged to sick leave rather than vacation leave so that it would not be necessary for employees to provide against the contingency of loss of time because of death by preserving out of vacation leave allotment several days to be taken later, or to accumulate to their credit in the event the necessity for such leave does not occur.

It was the consensus of the Board that it is unfair to charge absences due to death in the immediate family of an employee, as everyone realizes the necessity of absence in such cases, and that it would be unfair to deduct this absence from the salary of an employee in the event he had taken his full vacation before the happening of the event. It was decided that in case of absence of an employee from duty because of death of a member of the employee's immediate family, the head of the department in which the employee works shall certify such absence to the State Employment Commissioner, to be charged to vacation or sick leave at the request of the employee.

Sick Leave

The Secretary brought to the attention of the Board a communication received from Mr. Charles T. LeViness, Chairman of Department of Correction, advising of the illness of Mr. Leland T. Truitt, Guard, at the Maryland House of Correction, who has used all the time available to him for vacation and sick leave because of such illness, and requesting an extension of sick leave with pay.

After considering the matter the Board granted an extension of three months sick leave in this case, from November 1st, 1943.

The Secretary brought to the attention of the Board a communication from Dr. Kenneth B. Jones, Superintendent of Springfield State Hospital, advising of the illness of William C. Dykes, an employe, and requesting an extension of 60 days sick leave.

After due consideration, the request was approved.

The Secretary brought to the attention of the Board a communication from Dr. H. C. Byrd, President of University of Maryland, advising of the illness of Allen R. Thrift, carpenter at the University, and requesting an extension of sick leave for him.

The Board approved an extension of 60 days in this case, from November 1st, 1943, with the understanding that the matter be referred to the Medical Examiner for the State Employment Commissioner so that it might be determined whether there is a likelihood of the employe being able to work, or whether it is a case where the employe should apply for retirement because of physical disability. The Board felt that it should not be called upon to grant extension of sick leave in cases where an employe is not likely to be able to return to work after exhausting the sick leave which the Board might be able to grant him.

The Secretary brought to the attention of the Board a communication received from Dr. H. C. Byrd, President of University of Maryland, requesting a further extension of sick leave in the case of Jesse T. Fox, employe of that institution.

The Board approved an extension of 60 days from October 31st, 1943, with the understanding that the matter be referred to the Medical Examiner for the State Employment Commissioner so that it might be determined whether or not this employe should apply for retirement because of physical disability. The Board felt that it should not be called upon to grant extension of sick leave in cases where an employe is not likely to be able to return to work after having used such sick leave as the Board might be able to grant.

STATE INDUSTRIAL ACCIDENT COMMISSION:

The Secretary brought to the attention of the Board a communication from Mr. Emanuel Gorfine, Chairman of State Industrial Accident Commission, requesting authority to have one of the employees of the Commission devote one week of his vacation to the work of transferring records from the offices of the Commission to the Hall of Records, Annapolis, Maryland, for storage, with the employe compensated at the regular rate of pay for the time devoted to the doing of this work.

In view of the circumstances outlined in Mr. Gorfine's letter, the request was approved.

STATE PROPERTY:

Upon recommendation of Mr. Kirkman, the Board approved the supplies listed being disposed of:

State Accident Fund
Cheltenham School for Boys
State Roads Commission

One Accounting Machine
One Stoker
Condemnation Reports #3323, 3324,
3170, 3722, 3725, 3494, and 3259.

STATE RECORDS:

Upon recommendation of Mr. Kirkman, the Board approved the request of the State Department of Health of authority to destroy thirteen (13) volumes of miscellaneous documents, including burial permits, transit permits and death certificates, covering the years 1877 to 1900, it having been established that they have no practical value to the Department or to the Hall of Records.

STATE ROADS COMMISSION:

The Board formally approved authority given to the State Roads Commission to construct a concrete block shed at Churchville, Harford County, Maryland, to afford proper accommodations for mounting snow plows on trucks under cover and for the protection of equipment, at a cost of \$2,070.00.

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The Board formally approved the authority verbally given since the last meeting to the proposal outlined by Major Ezra B. Whitman, Chairman of State Roads Commission, in a letter dated November 8, 1943 to the Governor, for pay for overtime work for the men who will be working on post-war plans. Maj. Whitman's letter shows that the cost for this work will be approximately \$32,000 on an annual basis and that a greater majority of the work will be in connection with projects on which grants will be received from the Federal Government, where 50% of the cost of overtime pay will be payable out of funds received from the Federal Government.

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The Secretary brought to the attention of the Board a file of correspondence showing that the State Roads Commission has not been able to collect from the University of Maryland and the Maryland State Police amounts due the Commission by those two agencies.

The Secretary was instructed to advise the State Roads Commission to confer with the Attorney General in connection with these accounts.

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The Secretary brought to the attention of the Board a communication dated November 8th, 1943, from the Public Service Commission advising that the Tolchester Lines, Inc. resumed service on Saturday, November 6, 1943, and that the steamer now being used has been fitted out to carry automobiles as well as passengers.

In the discussion of the matter of payment to be made to Tolchester Lines, Inc., out of the appropriation of \$25,000 included in the budget of the State Roads Commission, subject to the approval of the Board of Public Works, a letter received from Senator Wilmer C. Carter criticizing the service rendered by the company was considered. It was agreed that the State should compensate the ferry company in the amount of \$50.00 per day for the days on which service is furnished, out of the appropriation in question, pending a meeting of the Board at which Senator Carter will be given an opportunity to furnish the Board with any reasons as to why the State should not contribute to the operation of the ferry out of the appropriation made for that purpose.

UNEMPLOYMENT COMPENSATION BOARD:

A statement submitted by the Unemployment Compensation Board for the quarter ended September 30, 1943, was duly considered by the Board and approved. Included was the action of the Unemployment Compensation Board in waiving interest in the amount of \$262.91, and adjustments, abatements and uncollectible items of \$6,317.24. The request for approval of this statement was recommended by Mr. Albert A. Levin, Special Assistant Attorney General for the Unemployment Compensation Board.

LEASES:

Upon recommendation of Mr. Kirkman, the Board approved the following leases.

State Accident Fund - Calvert Building, Baltimore, Rooms 639-649 and 653-661, and approximately 100 square feet of corridor space, total of 2830 square feet on 6th floor, and approximately 500 square feet basement storage space, for one year from October 1, 1943, at \$5,354.00 per year.

Unemployment Compensation Board - Frederick Office, 1,550 square feet, for three years from January 1, 1944, at \$900.00 per annum.
- Cambridge Office, for a term of three years from December 1, 1943, at \$1,740.00 per annum.

The Board disapproved the request of the Health Officer of Calvert County that he be allowed rental for offices in the County Health Department in the building owned by the Health Officer.

Mr. Kirkman brought to the attention of the Board the matter of leases for five Fraternity Houses at the University of Maryland, these houses to be used to house girl students because of Army trainees being housed in the Women's Dormitories. The small number of regular male students results in the availability of these houses.

The Board approved the execution of the following leases:

Nu Sigma Omicron Fraternity, Inc., dwelling located on College Avenue, College Park, Maryland, at an annual rent of \$2,667. for six months from August 1, 1943.

Delta Chapter, Inc., Sigma Phi Sigma Fraternity, dwelling located on Norwith Road, College Park, Maryland, at an annual rent of \$2,400, for six months from October 1, 1943.

Alpha Gamma Rho Alumni Association, Inc., dwelling located at 7511 Princeton Street, College Park, Maryland, at an annual rent of \$2,368., for a term of one year from July 1, 1943.

Delta Phi Chapter of Sigma Nu, Inc., dwelling located at 4502 College Avenue, College Park, Maryland, at an annual rent of \$1,875., for one year from July 1, 1943.

Beta Kappa Corporation, dwelling located at 4400 Knox Road, College Park, Maryland, at an annual rent of \$2,000, for one year from August 1, 1943.

GENERAL EMERGENCY FUND:

Mr. Kirkman brought to the attention of the Board a request received from the State Employment Commissioner for an allotment from the General Emergency Fund to take care of salary for two additional Examiners and to adjust salaries in that department to conform to the standard salary schedule.

The approved amount for such an allotment was \$2725.00, with another request to be submitted for funds after the details for the salary adjustments have been completed.

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Mr. Miles and Mr. Tawes advised the Board that it will probably be necessary for the Employees' Retirement System of the State of Maryland to request additional funds from the General Emergency Fund, and that the amount to be required will be submitted at the next meeting of the Board, following a survey to be made by Mr. Kirkman as to personnel and equipment for this department.

There being no further business, the meeting was adjourned.

Joseph O'Connell
Secretary